

POSITION DESCRIPTION

Professor of Creative Design Head of the School of Design

Reports to:	Pro Vice-Chancellor Division of Science, Engineering and Computing
Division:	Science, Engineering and Computing
Tenure:	Permanent
Location:	Hamilton
Direct reports:	Staff in Design 7.0FTE
Budget:	To be determined annually
Date:	November 2024

Vision

We will

- Deliver a world-class education and research portfolio
- Provide a full and dynamic university experience which is distinctive in character
- Pursue strong international linkages to advance knowledge

The over-arching themes of this *Vision* are:

- Excellence
- Distinctiveness
- International Connectedness

Values

Ko te mana o Te Whare Wānanga o Waikato ka herea ki tō tātou:

- Tū ngātahi me te Māori
- Mahi pono
- Whakanui i ngā huarahi hou
- Whakarewa i te hiringa i te mahara

The University of Waikato places a high value on:

- Partnership with Māori, with communities and external organisations
- Acting with integrity
- Celebrating diversity
- Promoting creativity

1. POSITION PURPOSE

- To provide leadership in the development of the University's programme in Design, adding new innovative and creative components to the Design curriculum and creating a cohesive School of Design from the existing Design papers taught in different parts of the University.
- To provide people leadership and staff management for staff working in the Design Programme, noting that the Programme is 'transdisciplinary' in nature and operates across, and interacts with, several disciplinary areas, principally Arts, Engineering, and Computer Science.
- To grow the Design Programme in terms of student and staff numbers.
- To grow the Design Programme's profile and impact, both externally and internally across the University.

2. FUNCTIONAL RELATIONSHIPS

While the role reports to the PVC, it will be accountable to a Design Governance Committee.

Internal:

Responsible for:

- School of Design teaching and research programmes, including the creation of a design lab that is widely accessible to students from across the University.
- Working constructively with the Heads of School of Arts, Engineering and Computing and Mathematical Sciences, and with Relevant Pro Vice-Chancellors.
- The management and leadership of staff working in the Design Programme.
- Building strong collegial relationships with staff in other Schools of the University who offer papers as part of the Design Programme.
- Identifying and engaging with leading designers from professional practice and industry who can contribute to the University's Design Programme.

External:

- Engagement with relevant industry bodies, design communities, and businesses that can contribute to the Design Programme and/or are employers of our graduates.
- Representing the University at industry fora and conferences.

3. KEY RESPONSIBILITIES

Head of the School of Design

- Provide overall University leadership, co-ordination and advocacy for teaching and learning in Design. Ensure that standards of teaching and learning in Design drive student success and meet students' needs and reasonable expectations.
- Promote a strong research culture among the academic staff in Design, with expectations of research activity and publication in peer-reviewed forums that are appropriate for a programme at a research-intensive university.
- People management of staff, academic and professional, working in the Design Programme.
- Undertake annual reviews of staff in Design, ensuring that each staff member receives written feedback on their outputs and their planned activities for the next year.
- Contribute to strategic planning processes by identifying priority initiatives.
- Where practicable, and as circumstances allow, bring forward through the university planning process opportunities to grow the Design Programme in terms of student and staff numbers, and to diversify the Programme in terms of the range of majors offered.
- Proactively monitor, prepare for and respond to external measures (such as low performing provisions), audits and new and emerging practices nationally and internationally with particular regard to student success and those students who are: first year, first in family, international, Māori or Pacific and/or within cohorts defined as 'at risk'.

Professor of Creative Design

- Provide University-wide leadership in thinking about Design Programmes, and ways to communicate design thinking and creative design concepts and activities to as large a number of students across the University as possible.
- Be a champion for solutions that blend aesthetics and art with the practical and functional, whether in creating responses to sustainable development goals or assisting with the design of a prototype device.
- Have experience of the application of creative design. Create and lead a Design Lab that will provide students with an opportunity to implement design thinking for interdisciplinary issues, and promote the conceptualisation and communication of ideas through innovative images, installations and devices blending aesthetics, practicality and functionality.
- Undertake an impactful research and/or professional practice programme that help establish the University of Waikato at the leading edge of creative design among research-intensive universities.
- Promote design thinking across the University and encourage interdisciplinary collaboration.

General

- Take all practicable steps to maintain and develop a safe and healthy work environment for staff and to continually improve both systems and practices to achieve positive outcomes.
- Undertake line manager health and safety responsibilities as set out in the University's Health and Safety Policy.
- Responsible for ensuring compliance with University policies/procedures and legislative requirements e.g. good employer obligations and equal employment opportunity.
- Undertake ad hoc projects or additional portfolio responsibilities or act with such delegated authority as the University may provide from time to time.

Any other duties as required that are consistent with the position held, other than in exceptional circumstances such as rehabilitation after injury or sickness.

NOTE: Staff have an annual Objectives, Development and Reflection (ODR) meeting with their manager. New staff attend such a meeting approximately three months after taking up their appointment.

4. PERFORMANCE STANDARDS

The Professor and Head of the School of Design will be performing satisfactorily when:

- High quality teaching and learning is in place.
- The creativity and innovation of the Design Programme results in increasing student enrolments and the range of majors offered.
- A record of research and professional practice is maintained, consistent with the expectations of a Professor in a research-intensive university.
- The Design Programme can demonstrate a wide and successful level of industry engagement, and of demonstrated support from potential employers of Waikato Design graduates.
- There is effective liaison across the University to implement interdisciplinary Design papers.
- A safe and healthy work environment for staff is maintained and systems and practices are continually improved to achieve positive outcomes.
- University policies/procedures and legislative requirements e.g. good employer obligations and equal employment opportunity are complied with, and the highest standard of professionalism is maintained in contact with students, colleagues and external stakeholders.
- Key performance objectives and ad hoc projects or portfolio responsibilities agreed with the University are satisfactorily achieved.
- Safe and healthy work practices are followed that comply with University policies and procedures, relevant work standards and statutory obligations.

PERSON SPECIFICATION

EDUCATIONAL QUALIFICATIONS

Essential

- A PhD in Design or a closely related field, or an equivalent combination of tertiary training and professional experience.

SKILLS, KNOWLEDGE and EXPERIENCE

Essential

- Experience in the teaching of Design, and in promoting research programmes in Design.
- An understanding of curriculum development and academic accreditation processes.
- Demonstrated ability to build industry links in the field of Design.
- Experience of the management of people, particularly in an academic or professional services environment.
- Ability to prioritise and meet deadlines.
- An ability to develop, initiate and implement programmes of activity.
- Excellent computer skills and experience with University systems.
- Commitment to equal opportunity and to the University's partnership with Māori as intended by the Treaty of Waitangi. Demonstrated awareness of Māori and Pacific cultures.

PERSONAL QUALITIES

- High levels of creativity, and a commitment to applying creative skills to practical problems.
- Self-motivation, leadership, the ability to take initiative and a pro-active approach.
- Excellent verbal and interpersonal communication skills.
- Ability to think independently and demonstrated ability to contribute and operate effectively in a team environment.
- High levels of professionalism when dealing with staff, students, external agencies and communities.
- Capacity to accept responsibility and the flexibility to handle difficult situations.
- Recognition of the need to respect the confidentiality of information about students and staff.
- Consultative, inclusive and adaptable to successfully engage with a diverse range of stakeholders and at all levels of the organisation.
- A demonstrated commitment to challenge the status-quo and drive continuous improvements.